
PURPOSE

The Bureau of Organizational Services (BOS) has purchased automated external defibrillators (AED) for Michigan Department of Health and Human Services (MDHHS) state owned or leased buildings. To be better prepared to save the life of a coworker, contractor or state office visitor, all employees should review the defibrillator location for their building and watch the training video posted on the MDHHS internet/About MDHHS/Offices and Departments/Bureau of Organizational Services/Security & Safety; [Automated External Defibrillation \(AED\) Instructions](#).

DEFINITIONS**Automated External Defibrillator**

The automated external defibrillator (AED) is a computerized medical device that can check a person's heart rhythm and recognize a rhythm that requires a shock. The AED uses voice prompts, lights and text messages to help a rescuer use the device.

Sudden Cardiac Arrest (SCA)

Cardiac arrest is caused when the heart's electrical system malfunctions. Death occurs within minutes after the heart stops, but cardiac arrest may be reversed if cardiopulmonary resuscitation (CPR) is performed and a defibrillator is used to shock the heart and restore a normal heart rhythm within a few minutes.

POLICY

Quick response can improve chances of survival and recovery for victims of cardiac arrest. When someone may be suffering from cardiac arrest:

- Tap shoulders and shout "are you OK?" An individual is unresponsive if he or she does not move, speak, blink, or otherwise react.
- Yell for help. Ask someone to call 9-1-1 and get the AED. Note: If you are alone with an individual who has signs of cardiac arrest, call 9-1-1 and get an AED.
- Use an AED as soon as it arrives by turning it on and following the prompt.

PROCEDURE

Each office should have a coordinator to ensure AED's are properly maintained and to forward all incident information to BOS within 24 hours of AED use.

Place AED in visible and accessible locations. Effective AED programs are designed to deliver a shock to a victim within three to five minutes after the person collapses. Use a three-minute response time as a guideline to help determine where to place it.

It is important to do a monthly visual inspection of the AEDs to ensure they are in working order; see Exhibit I.

Replace any used, damaged or expired supplies and accessories.

After Each Use

- Check the outside of the FRx for damage, dirt or contamination. Clean with a soft cloth dampened in soapy water, chlorine bleach (two tablespoons per quart of water, ammonia-based cleaners, or 70 percent isopropyl (rubbing) alcohol.
- Replace single-use pads.
- Remove the battery for five seconds. Then reinstall the battery by placing the bottom end of the battery into the bottom of the compartment on the back of the FRs, then firmly press down the tip end of the battery into the compartment, until it clicks into place.

Always store the AED with a set of SMART pads and a battery installed, so it will be ready to use and can perform daily self-tests.

The AED will automatically run a self-test when the battery is inserted. Be sure to let the self-test run all the way to completion.

To order replacement parts create a requisition in SIGMA and submit for approval, enter the description and part number for each item for example:

- State of Michigan Safeware:
 - Contract title - Homeland Security Equipment & Accessories (Not Otherwise C).
 - Contract number - MA180000001151.

- AED Replacement Pads:
 - Description - Philips HeartStart FXr SMART Pads 2.
 - Part number - PHI 989803139261.
- AED Replacement Battery:
 - Description - 9 Volt DC, 4.2 Ah, Lithium Manganese Dioxide (LiMno2), disposable long-life primary cell.
 - Part number - M5070A.

LEGAL

Both federal and state law provide broad immunity for situations involving use of AEDs:

- 42 USC 238q
- MCL 691.1504

EXHIBIT I AED MONTHLY STATUS CHECK

Date	Battery Status OK?	Pads Present and Package Intact?	First Responder Kit Attached and Intact?	Signature

Serial Number	Parts Expire Date	Battery Expire Date
AED Coordinator		Safeware Contract Number #171 18000001151